

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, OCTOBER 3, 2011
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 6:02 p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling, Mayor Eugene Grant, Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., (Excused), Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Late Arrival 6:29pm)

Staff: Lauren Hayes, Human Resources Officer, Vincent Jones, City Administrator, Dashaun N. Lanham, City Clerk, Samuel Prue, Chief of Police

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Stephenson

1.1.4. Approval of Agenda

The agenda was approved with the following modifications:

The Council President motioned to strike 4.3a.-4.3f

The Council President motioned to delete Karen Lehr, Clear Management and to add Philip Meade, Trusant Technology under presentation.

It was motioned by Councilmember Simms and seconded by Councilmember Hardy to approve the agenda with the modifications. The motion carried.

2. PRESENTATIONS:

- **2.1.** Whittona Burrell, Ms. Burrell stated that a lot of people are not aware of how the census impacts the local government. The census just completed the 2010 census, and the information has been released. We have another data file that is the Social Economic that you will need for CDBG and grant information. You will no longer find all the information in the same file.
- It is the census population, which provides the age, housing units, seniors, owner and renter occupied or vacant. The income and education will come

from the American community on the census website. The information is available and free on the site to assist with applying for grants.

- They provide training to staff to assist with access to the census statistical information. The community survey will be updated annually. The access file provides the training information.
- Maryland Redistricting file is adjusted by the state for purpose of redistricting. They are counting prisoners at the last known address. You must go to the state of Maryland website to use their counts. The census numbers do not reflect the same numbers as the Maryland website due to the addendum to allow them to count prisoner. The www.mdp.state.md.us is the site for the department of planning. Linda Jallen is the Assistant Secretary to contact for the information ljallen@mdp.state.md.us Jane Traynham, the Maryland at the State Data Center contact telephone number is 4107674450. The purpose of the state data center is to localize the information to make it more meaningful. She represents the census bureau and the Chalita Brandly is representative for the state of Maryland.
- The American Community Survey provides the information necessary for grants. The American Community Survey is conducted monthly. They have a random survey that is mailed to a set of household. The survey has 54 questions and if the responses are not sent in twenty days, they send a reminder. They have three months to attempt for a response from the household. They complete the entire year before they tabulate and publish every fall. The attempt to contact a household is one in every five years.
- She recommended a packet of information at the receptionist desk to confirm the information. We can insert the information in the newsletter on a periodic basis. We have a National Crime and Victim survey that is conducted on annual basis.
- **2.2.** Vanessa Akins, Division Chief, Sam White and Tanya Hedgepath, Maryland Park & Planning. The purpose of the project is to implement vision and goals for Central Avenue. They would like to advance Transit

Orient Development, as it relates to Addison, Central and Largo metro stations.

- The detail project map shows the municipalities. The project consists of four inter-related projects. The housing stock is pretty much stable. They will be performing a sector plan and re-zone certain properties.
- The Pedestrian Access and safety Phase One was surrounded by Capitol Heights and Seat Pleasant station. They hired a consultant to give some information on sidewalks and lighting.
- The information will be provided later. They are in Phase Two with Largo with regards to safety. The last part, which is Phase Three they are looking at bikers and riders' accessibility.
- The second part deals with marketing Economic Development and they are interested in forming relationships. They will be interviewing the business community to see what the challenges are in the area.
- The third component relates to neighborhood conservation with homeownership and foreclosures. The sector plan and sectional map amendment provides the study analysis.
- They will need to approve several components. They have developed three reports Corridor Resources Report, Neighborhood Conservation report with sidewalks and lighting and the code issues. They developed an urban design Assessment report. Each plan has an urban design guideline and they are inconsistent. They are reviewing them to address the inconsistencies. They have significant community outreach. Mayor Grant and Mayor James had attended three meetings in January, February and April. They presented what transit oriented development is in the meeting. They are planning another meeting in mid November. They wanted to develop the strengths and weakness of the Economic Development. They are working on pedestrian safety.

- Ms. Akins stated that it is imperative that the Council encourage the community to attend the meetings so their voices can be heard. The partnership with the business community and agency they are working well with others to broaden and bring some of the ideas to fruition. Central avenue is broad we know we cannot bring everything to everybody. We want the residents input. We need to set some priority.
- The municipal cooperation is vital to the Park and Planning Transit Orient Development project. They are telling them what can be key issue that municipality come together on. They stated safety may be the common grounds. Where can you reach the common ground with Capitol Heights and Fairmount Heights? The applications are due in January. You don't want the money to pass you by. They will be contacting the Mayors of the municipality to see where we can come together on based on the study that has been done. We missed one cycle and we don't want to miss the next one. They will be the facilitator of the meetings to assist us with coming together to decide where we can come together on.
- Councilman Yeargin wanted to know what the report stated about speeding on Central Avenue. They had recommended taking away one lane on each side. They stated that would not be feasible for the road. They had identified other areas in the phase one study. They were to improve pedestrian safety by widening the sidewalk and putting in bumpers. Those are the things that are being looked upon in details. At the end of phase three, which will be next year the information will be released.
- They will get back with us next week to set up future meetings. They will be taking with Capitol Heights and Fairmount Heights so everyone can come together. She will provide copies of the reports. They will provide us with the outline, and it will be provided two weeks prior to the meeting. They will use one of the facilities to make it natural.
- **2.3.** Philip Meade, Trusant Technologies, He presented the four phase project approach. He presented and estimated time-line for the project. The initial project scope is critical, as it pertains to the full scope.

- Councilman Yeargin asked if they needed information from the City as to what they want in the Feggans Center. Mr. Meade stated that he will need more information to move forward.
- Councilwoman Simms and Councilman Porter stated that the Council needs to meet to decide what they want in the Feggans Center. Mark Tillotson stated that they could assist the council at deriving on their needs.
- Councilman Yeargin asked how long will it take for them to develop the plan. Mr. Meade stated that the initial phase is 90 to 120 days.
- Mr. Jones stated they are currently working with the City on an hourly basis. Councilman Porter stated he wanted to know what can be done with the building. What can we do with the building, does it need to be raised or abolish. Mr. Jones stated that they have already seen the facility and they will be the project manager.
- Mayor Grant wanted to know if any of the companies have provided to us what can be done to the facility. Mr. Jones stated that he was not authorized to have the study completed. He stated no company completed the study.
- Mayor Grant asked if Mr. Jones was saying that none of the companies that he seen going to the Feggans Center provided him with any information on what can be done to building? He stated that is that what you are telling us? He asked the City Clerk if the response from the City Administrator is on the record. The City Clerk acknowledged that the Mr. Jones' response was on the record.

3. LEGISLATION

- Ordinance O-12-07 Budget Amendment for Fiscal Year 2011-2012 was introduced by the City Council on Monday, October 3, 2011 and the first reading was concluded. The City Council agreed that the funding for the K-9 program shall not be spent until the Council approved the policy.
- Dave McGill stated that the concern is for the Fire Department to pay the bills. He doesn't feel that that want to impact their budget any further or compromise the City. They have other stipulations that need to be met with County Fire Chief. They will bring the information to the Council after the

decision has been made. They currently have 49 Volunteer Fire Station. If the Chief doesn't approve the purchase of the Fire Truck, the deal will be off of the table.

- Mr. Jones stated that he and Mr. McGill had been discussing the option of the repayment for the truck. He stated that they are recommending that they pay back half, which is \$16,500 with 1% interest.
- Councilwoman Stephenson wanted to know everyone that the Seat Pleasant Volunteer Fire Department service outside of the City. This could help with repayment of the monies.

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant stated that he does not have a report for the month of October

4.2. City Administrator Report:

- Mr. Jones stated that the Gun Range policy has been implemented, which states the officer cannot take a visitor with them to the gun range. The policy has been signed by all officers. He has requested for the Council approval to move forward with the training.
- The City Council requested a copy of the policy. Mr. Jones stated it will be provided by Friday, October 7, 2011.
- He stated the SPCDC will be hosting a Thanksgiving Dinner and wanted to know if the Council wanted to provide some assistance either recommending a list of names of families in need or a donation.
- Mayor Grant stated that he think it is up to the individual Councilmember if they want to support it. It should not be something that the City should be committed to oblige. Mayor Grant stated it would set the precedence that a company and/or organization can get funding from the City. He stated if the City provides the money to them others will expect the same. He further stated that the SPCDC usually ask for money.
- Mr. Jones stated that they will be submitting two RFP's for the City Attorney and grant money received for to replace the lightning in City Hall.
- Mr. Jones stated that the Public Works Department had a Transportation Officer position temporarily filled by temporary staff person, who worked in the Finance Department.

Council Committee Final Reports:

4.3b. Finance & Budget Committee Chair Councilwoman Stephenson stated she inadvertently left the Conformity Use Certificate off of the report.

4.3c. Government Affairs & Technology Committee Chair, Councilman Porter stated he has submitted his final report to the Council.

5. NEW BUSINESS

5.1. Legislative Items for Federal, State and County Government

- Mayor Grant stated every year we put together a legislative agenda. He stated on the Federal level they are going after a grant to seek support for the Volunteer Fire Department. They are writing the grant and the City will be supporting them. Mayor Grant stated that if you can think of something on the federal level, please submit to him by Friday, October 7, 2011. He stated that we did not any Federal dollars to come into Seat Pleasant.
- The state level legislative item is a bond bill for the Public Works facility. He stated that he and Mr. Jones had a discussion about the Public Works Department working over night with no place to sleep. He stated that he fusses with the Public Works Department about covering up the equipment. The other two items are the homeowner's tax credit and the Green Business Zone; the city will create a business zone in Seat Pleasant. He was looking at Martin Luther King and Central Avenue to invite green business zone and the business will receive a tax credit. He would be coming back to the Council to approve a green business zone. He stated that if you have something that you think he missed, please provide him with the information by Thursday, October 6, 2011.
- He is asking for the County to provide one million dollars for the Feggans Center. Mr. Ashton wanted to know if the funding request will be a part of the CPI budget. Mayor Grant stated that it would be, as it is their budgetary time. Mayor Grant has requested that Mr. Jones work with him and provide the Council with the list of the budget meetings around the state for the next year. We had missed the budget hearing for Park and Planning. He stated that if the Council has any items, please provide him with the information by Friday, October 7, 2011.

5.2. Seat Pleasant Legislative Breakfast

- Mayor Grant stated in the packages you will see the menu for the legislative breakfast. He stated that it was a bi-county breakfast with Seat Pleasant and Capitol Heights. He stated he has spoken with the County Executive and he is looking forward to the breakfast.
- He stated that the time is getting away with us and he proposed two dates. He does not want to wait for the other municipality.

- He stated that he met with Ms. Lanham to discuss the list of attendees and we still had one hundred participants. He stated it would be an opportunity to discuss the needs of the city.
- Councilwoman Simms wanted to know if Capitol Heights and Fairmount Heights would be participating. Mayor Grant stated that Capitol Heights is prolonging the date as they want to poll the council. She wanted to know if they would be attending. Mayor Grant stated that they could attend, as long as they pay a cover charge.
- Councilwoman Simms wanted to know if County Councilwoman Toles could host the meeting. Mayor Grant stated she could, but Fairmount Heights would not be in attendance, as she does not represent them and the breakfast would not be focused for Seat Pleasant.
- Mayor Grant stated that we could go back and rework the numbers. He would meet with Ms. Lanham to revise the list.

5.3. Veteran's Memorial Marker

- Mayor Grant stated we need to support our veterans. He stated that he raised \$30,000 and wants to know if the Council could support the renovation of the Veteran's marker.
- Mayor Grant asked Mr. Ashton if the monies are growing interest. Mr. Ashton stated that it is allocated in the unidentified surplus of the City. Mr. Ashton stated that he would provide a report.
- Councilman Porter requested that Mayor Grant provide a copy of the drawings of the Veterans Marker.
- Councilman Porter stated that it would be a good idea to have the Veterans Marker repaired along with the upgrades to the Activity Center and the new gas station.
- Councilwoman Simms asked Mayor Grant why wasn't the monies for the Veterans Marker not included in the budget. Mayor Grant stated that he is at fault for not including the monies in the budget. He apologized as it was extremely busy trying to ensure other monies were included.

5.4. Approval of Repair for Police Surveillance

- Chief Prue stated he has spoken with LSA Security about what it would take to have the cameras study to determine the need for the repair. He requested the council approval to spend the monies from the contingency fund.
- The Council stated that the company was supposed to come back and bring a proposal and he never showed.
- Mr. Jones stated that he will have the Chief prepare a comprehensive program during the budget session.

- Councilwoman Stephenson wanted to know if we could use more than one vendor. Mr. Jones stated they will advertise for a vendor.

5.5. Beautification Program

- Councilman Porter stated that the beautification program would be an incentive for the City. It is nice to see the lights or the up keep of the yards.
- Councilwoman Simms stated that we should allow Ms. Sanders to put a committee together for the program.

5.6. Chapter 150-Vehicles and Traffic

- Mr. Jones stated that we had been reviewing some of the items in the City and the fine structure. When they reviewed the information it was discovered that it was not included in our code. He would like to have the legislation drafted for an Emergency Ordinance for Monday, October 10, 2011.

6. UNFINISHED BUSINESS:

6.1. Street Vending Ordinance

- Councilwoman Simms stated that the additional information was submitted to the City Council on September 15, 2011 and is included in the meeting package. She stated that if the information satisfies the Council she would like to request for the second reading on Monday, October 10, 2011.
- The Council agreed that the second reading will be held for Ordinance O-12-02 on Monday, October 10, 2011.

6.2. IT Projects Update

- Mr. Jones stated that the Council recommended the approval of the Network Server, Code Enforcement System and Document Management System.
- He is recommending that the Council approve the Network Server for \$7,000 and the Council laptops for \$3,750.00. The additional cost for the laptop is due to the needs for Councilman Raynor.
- Councilman Porter stated the projection should be coming from the ceiling. Mr. Jones stated that the cost for the projection from the ceiling will be costly and it is not included in this package.
- He explained to Councilwoman Stephenson the cost of \$7,000 would be the cost to the City for the network server.
- Councilwoman Simms wanted to know how if the Police Department has access to the network. Mr. Jones stated that the I-Net staff stated that the concern for the police department is they are in rented space. He stated that we can see if they can have access remotely.

- It was motioned by Councilwoman Simms and seconded by Councilman Hardy to approve the spending of funds from the Contingency Fund for the Network Server in the amount of \$7,000. The motion carried.
- FOR: Hardy, Porter, Simms and Stephenson
- AGAINST: None
- ABSTAIN: None
- It was motioned by Councilwoman Stephenson and second by Councilman Porter to approve the spending of the funds from the contingency fund for the Council laptops in the amount of \$3,750.00
- FOR: Hardy, Porter, Simms and Stephenson
- AGAINST: None
- ABSTAIN: None

6.3. Discussion of Personnel Manual

- Council President requested Ms. Lanham to poll the council to meet on Wednesday, October 12, 2011 to review and discuss the Personnel Manual. It was stated that the staff would not need to be present for the council review.

6.4. Vacant Dwelling Ordinance Discussion

- The City Council stated they would prefer to hear from Councilman Raynor as the legislator of the ordinance.

6.5. K-9 Program Policies

- Chief Prue stated that the Seat Pleasant Police Department will be guided by the PG County Policy. He stated Mr. Jones has recommended a preliminary policy that the dog will be with the trained officer.
- Chief Prue stated that in 3/913 General Order, the policy for the City will not cover dog bites.
- Council President Porter stated that the policy should be drafted reflecting the funds draw down. Chief Prue stated it will be completed by Friday, October 7, 2011.

6.6. Feggans Center Planning Process

- Mr. Jones stated that he requesting the Council to allow Trusant Technologies to begin Phase I for \$5,400 to be paid out of the operating budget for Capital Improvements.
- The Council requested Mr. Ashton to itemized report on previous money spent for the Feggans Center.

- The Council wants someone to tell them what is best for the Feggans Center without losing the money from the bond bill.
- The Council wants a structural engineer to determine the condition of the building.
- Mr. Jones stated that he is requesting approval of forty (40) hours of work for Trusant Technologies. He stated the assessment will cost additional money.
- Council President Porter recommended the Feggans Center Planning Process to be placed in the Economic Development Committee.

6.7. Farmers Market

- Councilman Porter stated that he would like to table the discussion for a later date.

7. ANNOUNCEMENT

7.1. Public Session, Monday, October 10, 2011 at 7:00p.m., Council Chambers

7.2. MML Fall Conference, Cambridge, MD, October 31, 2011-November 2, 2011

ADJOURN-The meeting adjourned at 9:27p.m.

Submitted by,



Dashaun N. Lanham
City Clerk